Correcting Errors and Duplication in the FamilySearch Family Tree

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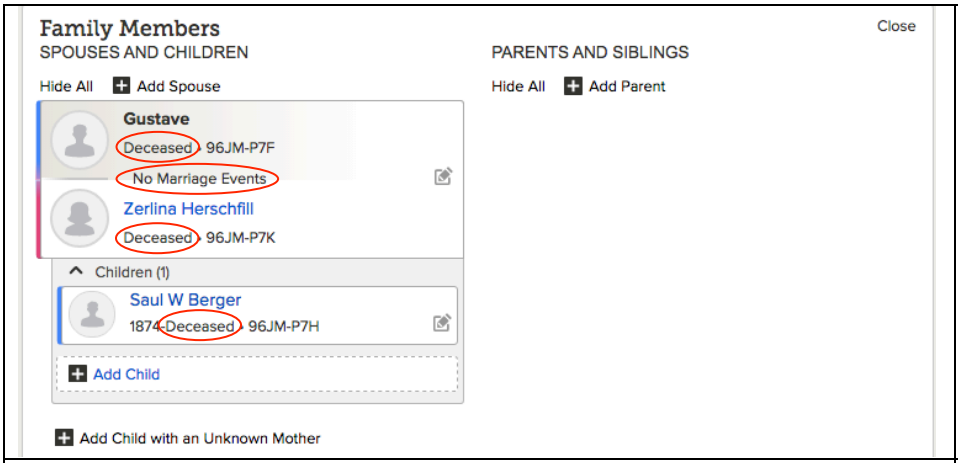
"[FamilySearch] Family Tree is designed to become the most accurate genealogical database… online."

> "The Family Tree is one tree for all mankind; it represents our collective family tree. Users begin with themselves and link through relationships to other records in the tree. The idea is that every person who has ever lived will have one unique record in Family Tree. We bring together as many historical records and family memories as possible and preserve them for future generations."
> (*About FamilySearch*. FamilySearch.org. Intellectual Reserve, 2015.)

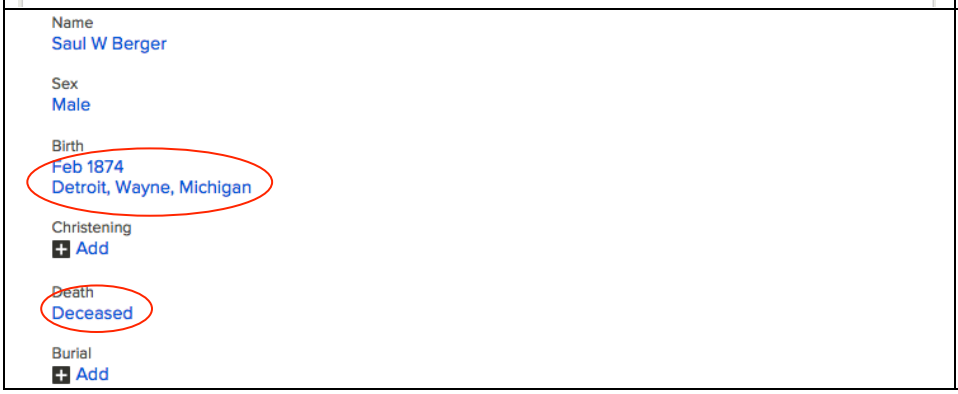


FITB - Profile "Fitness"
(Fill **I**n **T**he **B**lanks)

Both **date** and **place** are essential to uniquely identify an individual.

Where possible*, every profile should include birth, marriage (if applicable), death and burial *dates and places*.

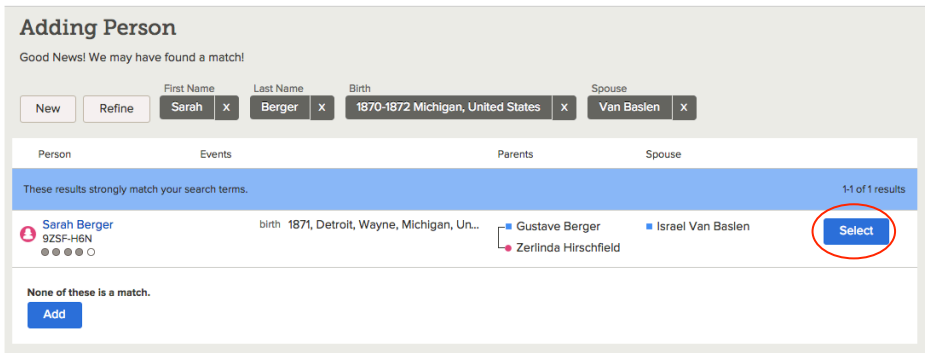
*In the US, applies to most individuals who lived >1850.



Standardize Dates, Places
Search functions rely on standardized places and dates to identify matches.

- No abbreviations.
- Place names include country.
- Dates can include "About", "Before" and "After".

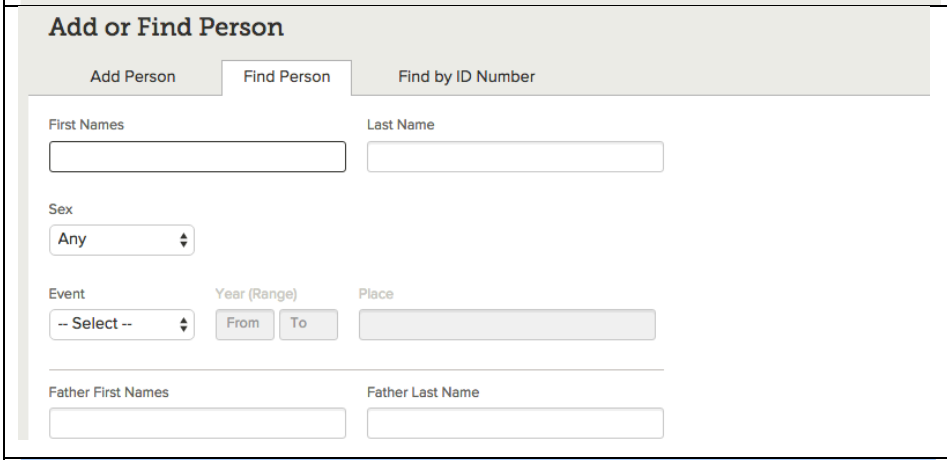
Williamsburg Family History Center
2017 Newman Road, Williamsburg, Virginia
757.220.0266 during center hours
757.903.5706 when the center is closed



Connect Relationships
Complete the family – spouse(s), children, parents, siblings.

Be kind to "cousins" – include individuals not directly related to you.

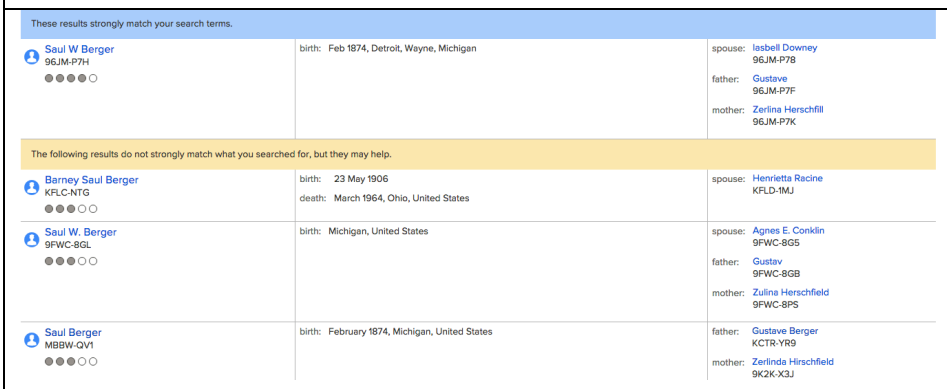
Find existing records and click [Select] to attach.



Add Individuals
[Add] a record for each family member not already in the Family Tree.

Note that the screen is titled "Add or Find Person" and that the default tab is [Find Person].

To avoid duplication, always try [Find Person] before adding.



Merge Duplicate Records
Use "Possible Duplicates" feature.

Search specifically:

- For that individual.
- For all children of father's name + mother's name.

Write down ID #s to help with merging.

Attach Sources

- Photos and documents
- FamilySearch Records
- Records from other websites

May need to remove sources that don't belong.

Include a brief statement explaining why you are attaching (or detaching).